



## CITY OF MORGAN HILL

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17555 PEAK AVENUE MORGAN HILL CALIFORNIA 95037

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### **FILING REQUIREMENTS FOR ANNEXATION**

#### **A. PURPOSE**

The Annexation process is intended for the review and recommendation of approval to allow land, whether developed or undeveloped, to be incorporated within the City.

#### **B. FILING REQUIREMENTS**

##### **1. INITIAL SUBMITTAL (SEE FILING SCHEDULE):**

- a. Uniform Application.
- b. Fifteen (15) copies of Annexation Map.
- c. Three (3) copies of metes and bounds description of the property.
- d. Two (2) copies of resolutions, maps, legal descriptions, or any other documents referenced in the proposed annexation map or legal description.
- e. Environmental Notice Requirements, if applicable (see Section D).
- f. Filing Fees (see Fee Schedule attached to the Uniform Application).

##### **2. FINAL SUBMITTAL (SEE FILING SCHEDULE):**

- a. Fifteen (15) additional copies of Annexation Map.
- b. 8 ½" x 11" reduced transparency of Annexation Map.
- c. As of January 8, 1991, in accordance with Assembly Bill 3158, Chapter 1706, the County Clerk's Office will be charging the following fees for processing environmental documents:
  - \$25 for processing Notice of Determinations;
  - \$1,250.00 for processing Negative Declarations which require review by the State Department of Fish and Game; and
  - \$850.00 for processing Environmental Impact Reports which require review by the State Department of Fish and Game.

The project planner will inform you as to the amount which will be

required, if any, for environmental work relevant to your project. Any check(s) required should be made payable to the "County Clerk" and shall be submitted as part of the final submittal.

### C. SUBMITTAL PLANS

## 1. PLAN PREPARATION GUIDELINES

- All plans shall be stapled together along the left margin.
- All plans shall be folded into 1/8 sections or folded size not to exceed 9" x 12".
- All plans shall be clear, legible and accurately scaled.

## 2. ANNEXATION MAP

**Size:** Overall map size: minimum - 8.5" x 11"  
maximum - 13" x 18"  
Use and show adequate margins.

The following information shall be included on the map:

Title Block to read as follows:

- Exhibit B, Proposed Annexation to the City of Morgan Hill  
Entitled \_\_\_\_\_. Include date, scale, and preparer of  
map.
- Legend and North arrow.
- Location Map.
- City Limits, annexation name, and ordinance number.
- When proposing to split lines of assessment, indicate boundaries  
of original parcel.
- Show all bearings, distances, lot numbers and references used in  
the description including point of beginning.
- Assessor's Parcel Numbers.
- Area of annexation in acres.

- All roads with their width adjacent to and within area proposed for annexation.

### **3. LEGAL DESCRIPTION**

A legal description of the area proposed to be annexed. Said legal description is to be labeled as follows:

- Exhibit A
- Annexation to the City of Morgan Hill
- Name of Annexation (street and number designation, to be determined by City)
- Date

### **D. ENVIRONMENTAL NOTICE REQUIREMENT (if applicable)**

- Typed list of all property owners and/or occupants contiguous to the proposed project site pursuant to most recent equalized assessment rolls (including Assessor's Parcel Numbers).
- One set of stamped, addressed, legal size envelopes (do not use postage meter) of all property owners and/or occupants from above list.

### **E. PUBLIC HEARING REQUIREMENTS**

- Typed list of all property owners within 300' of the perimeter of the proposed project site pursuant to most recent equalized assessment rolls (including Assessor's Parcel Numbers).
- Two sets of stamped addressed, legal size envelopes (do not use postage meter, and no return address) of all property owners from above list.